

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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|---|--|--|--------------------------------|
| 1. Application Date 8/21/72 | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE Date Received AUG 24 1972 Application No. 229 Date Completed AUG 25 1972 | |
| 2. Agency Application No. MK 2 | | | |
| 3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Human Resources Division of Physical and Mental Health 47 Trinity Ave. Atlanta, Ga. 30334 | | 4. Person to Contact Douglas M. Haire Records Management Officer | |
| | | 5. Working Title | 6. Tel. No. 656-4976 |

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1962 to date (F/Y)9. Exact Series Title
Expenditure Voucher Files

10. What is the function of the office in which this record series is created?
This series accumulates in offices responsible for receiving, disbursing and accounting for funds and is created as a result of paying funds to whomever the agency is indebted for goods, equipment and services.

This standard does not apply to files documenting expenditures for construction

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Known variously as "Paid Bills" "Ga. Bills" "Petty Cash" "Travel Reimbursement" "Tickets" (meaning invoices) "Gracewood (or the name of some other institution) Bills" this series consists of the following:
Voucher copy of check
Requisition
Purchase Order and Confirmations
Invoice from vendor
Receiving record
Receipts for petty cash expenditures
Item specifications, price lists and catalog materials
EDP Form - Adm. 1.27 - Key punch data
Authorization for service HCl.14
and similar and related documents of all kinds.

ATTACH SAMPLES OF THE FILE

| 12. EQUIPMENT OCCUPIED | | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers | | Cu. Ft. of Records | |
|--------------------------|--|----------------|--------------------|------------------------------------|----------------|-------------|--------------------|------------------|
| Letter-size File Drawers | | | | | 45 letter | | 90 | |
| Legal-size File Drawers | | | | Floor Space Occupied (Square Feet) | In Office(s) | | In Storage Area(s) | |
| Central Filing Area | | | | | | | 223 | |
| Transfer files cardboard | | 334 | 668 | AVERAGE DAILY REFERENCES | This Year's | Last Year's | Preceding Year's | All Prior Years' |
| | | | | | | 5 | 5 | 1 |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency?
In institutions and hospitals ☒ [] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. In formal accounting records ☒ [] []
16. Does the series contain classified information requiring security handling? [] [☒]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [☒]
18. Could the function be performed if the files were lost or destroyed? [☒] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? Some ☒ [] []
To save space and equipment
20. Does the record series provide data as input to an EDP file? ☒ [] []
21. Does the record series contain documentation produced as EDP printout? [] [☒]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [☒]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. ☒ FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

If audited by U.S., retain 3 years; if not audited, retain 5 years.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - ☒ FISCAL YEAR - [] OTHER _____, then:

- ☒ Hold in the current files area 1 month(s)/ 1 year(s); or until state audit
- ☒ Transfer to [☒ State Records Center [] Local Holding Area; hold 4 year(s); complete
- ☒ Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- ☒ Other: (Specify) Records pertaining to unresolved claims or audit questions will be further retained until resolved.

(Indicate briefly rationale for recommendations above/or write additional remarks):

| Records Management Officer (Signature) | Date | OTHER REQUIRED SIGNATURES | DATE |
|--|---|---------------------------|---------|
| <i>Douglas M. Hane</i> | | | |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee <input checked="" type="checkbox"/> Approved [] Disapproved | <i>J. L. Smith</i> | 8-22-72 |
| | State Auditor/Designee <input checked="" type="checkbox"/> Approved [] Disapproved | <i>William M. Smith</i> | 8-24-72 |
| | Secretary of State/Designee <input checked="" type="checkbox"/> Approved [] Disapproved | <i>Carroll Hart</i> | 8-24-72 |
| | Attorney General/Designee <input checked="" type="checkbox"/> Approved [] Disapproved | <i>W. B. Hill</i> | 8-25-72 |

STATE RECORDS
COMMITTEE